



WITNEY
TOWN COUNCIL

APPOINTMENT
OF
**ADMINISTRATIVE SUPPORT ASSISTANT:
COMMUNITIES & PLANNING**
RECRUITMENT INFORMATION

DATE: March 2024

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Witney Town Council,
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INTRODUCTION

Thank you for responding to the Town Council’s recent advertisement for the full-time position of **Administrative Support Assistant: Communities & Planning**.

We trust that you will find this Recruitment Information Pack of assistance in deciding to apply.

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1	Background to the Council
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If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it with a covering letter, both marked **PRIVATE & CONFIDENTIAL** by email, or print and post by **9AM THURSDAY 11 APRIL 2024** to the email/postal address above.

The Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or would like an informal discussion on this role please contact Adam Clapton, Deputy Town Clerk via the Town Clerk’s PA Loraine Harwood on 01993 704379.

If you have a disability or impairment and you would like us to make any special arrangements concerning the completion of your application form or attending for interview, please do let us know.

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# **WITNEY TOWN COUNCIL**

## **ABOUT WITNEY**

Witney is a market town founded on the banks of the river Windrush, situated on the edge of the Oxfordshire Cotswolds.

It is the largest town in the district of West Oxfordshire and has a population of approximately 29,000, with a further planned increase.

Witney established itself as an important wool town and has a healthy business community. Shopping standards and facilities are very good – with a great mix of quality independent traders and High Street names.

Free parking and the town's unique blend of history, culture and shopping make it a very popular destination for visitors.

Oxford is within easy reach via a regular bus service linking up with fast trains to London. It is within the West Oxfordshire District Council whose offices are also in Witney.

## **ABOUT THE COUNCIL**

The Town Council was created in 1974 following the reorganisation of local government and the disbanding of Witney Urban District Council and is the largest parish within West Oxfordshire.

Its offices are located within the Market Square in the centre of the town.

Witney Town Council is one of the larger Town Councils in the Oxfordshire area and represents the first tier of local government in Witney which is closest to its electors. Employing approx. forty staff in total; and seventeen Councillors who are elected for a four-year term (next elections are due in May 2027) to represent constituents in the various wards. Town Council meetings are presided over by the Chair of the Council, who is elected from among fellow Councillors each year at the Annual meeting.

The Council has 5 Standing Committees – Climate, Biodiversity & Planning, Halls, Cemeteries & Allotments, Parks and Recreation, Policy, Governance and Finance, and the Stronger Communities Committee. In addition, there are ad-hoc Working Groups as and when required.

More information on the work of the Committees and the calendar of meetings for the municipal year 2023-24 is available on the following link <https://democracy.witney-tc.gov.uk/ieDocHome.aspx?bcr=1> .

## **FINANCES**

The Town Council is predominantly funded by the taxpayers of Witney and does not get any funding from the Business Rates or Central Government. A small amount of income is generated from hire of halls, sports pitches, and tenants in Council owned property.

The precept raised via West Oxfordshire District Council for the financial year 2024/25 is £1.98m, being £177 on a Band D property per annum.

The Council has an annual turnover of just over £2m.

## **FUNCTIONS OF THE COUNCIL**

As one of the largest Town Councils in the Oxfordshire area, the Council boasts some impressive facilities and amenities which can be viewed on our website - <https://www.witney-tc.gov.uk/>. As well as some historic listed buildings, some tenanted; other assets and areas of responsibility include several formal park areas, a country park and lake area, two cemeteries, several play areas – including a splashpad and a skatepark, sports facilities of differing types and so on.

The Town Council is made up of six wards with a total population c.29,000 and is located around 12 miles from Oxford and 25 miles from Swindon.

The Council is committed to the provision of facilities and services to its residents and has developed a range of events, activities, and new projects to bring the community together. The Council hosts various football, bowls, tennis and cricket clubs and there are numerous cycling and walking trails, especially in and around the country park facility. Many of the Council's aspirations can be found in the Open Spaces Strategy adopted in 2021, which can be found on the Council's website.

The Council places community development high on its list of objectives and in particular aims to ensure that a varied programme of entertainment, social and cultural activities is available to all sections of the community, all supported by services and facilities managed and maintained to the highest possible standards.

## **STAFFING STRUCTURE**

Headed up by the Town Clerk and Chief Executive, the Council's Officers and staff implement the Council's policies, administers, and operates the functions and services set out above.

A copy of the Council's staffing structure is provided below. Details of job roles can be found at the following link on the Council's website: <https://www.witney-tc.gov.uk/council/personnel/>

## **ROLE OF ADMINISTRATIVE SUPPORT ASSISTANT: COMMUNITIES & PLANNING**

Working within the Town Council's busy public-facing office in the Town Centre, the duties and responsibilities of this role will be varied in order to support the Councillors and Senior Management team in carrying out the functions of the Town Council.

You will provide first-class administrative support to ensure efficient office operations. Maintaining physical and digital filing systems. Answering telephone calls and directing callers to appropriate personnel; assisting residents and other visitors with their enquiries.

You will help the Council to secure its aims and objectives, working with the others to ensure that the statutory and other provisions governing or affecting the running of the Council are observed.

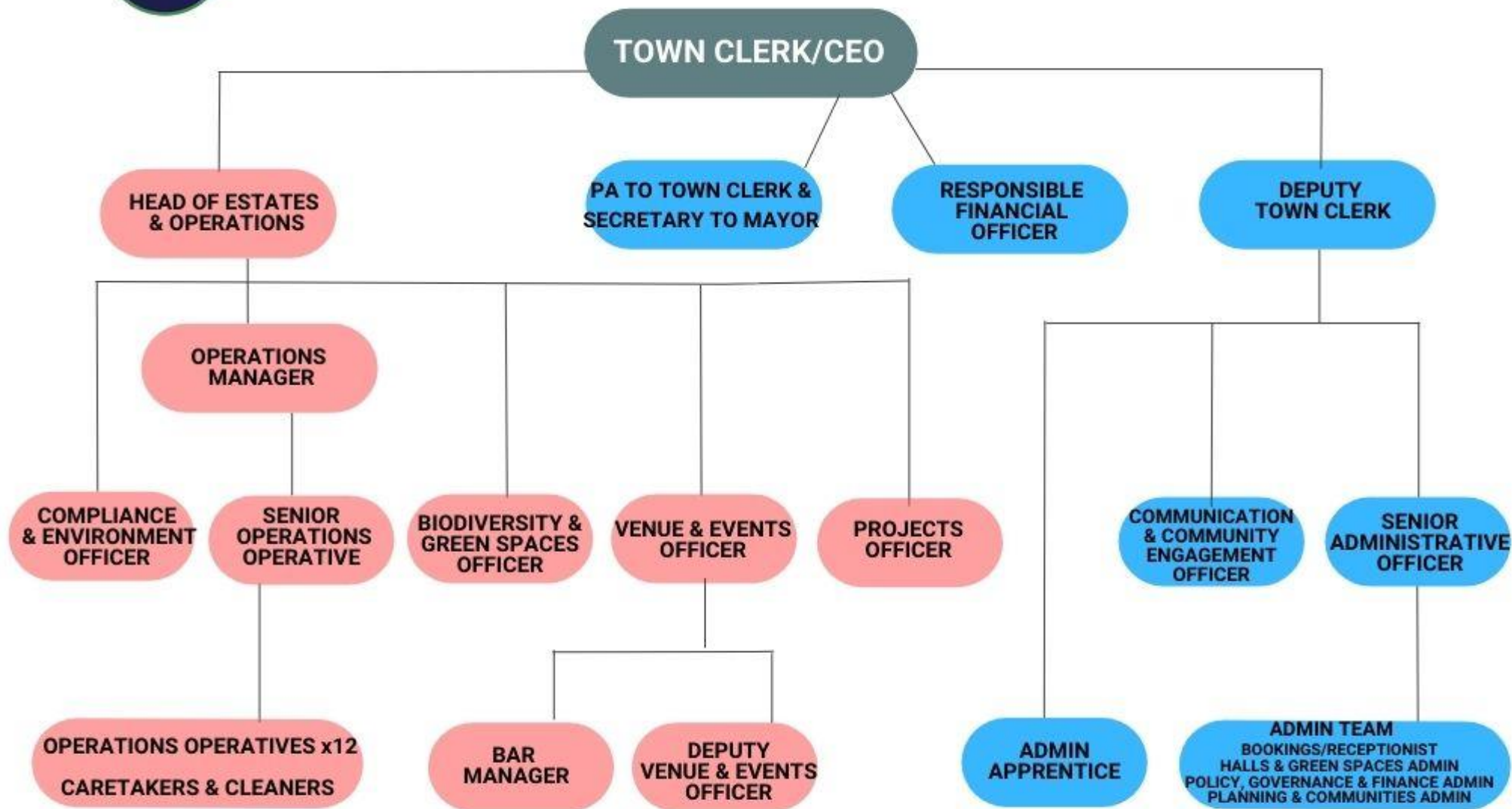
Part of the role will require you to work with other stakeholders, community groups and event organisers both internal and external.

The Council is a statutory consultee in the determination of planning and licensing applications for Witney. This role will be required to administer this function, including attendance at meetings of the Climate, Biodiversity & Planning Committee which meet every three weeks on Tuesdays at 6pm to take the minutes of Councillor decisions.



**WITNEY**  
TOWN COUNCIL

# Staffing Structure





## **JOB DESCRIPTION**

|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| <b>Job title:</b>    | <b>ADMINISTRATIVE SUPPORT ASSISTANT:<br/>COMMUNITIES &amp; PLANNING</b> |
| <b>Reporting to:</b> | Senior Administrative Officer/Committee Clerk                           |
| <b>Hours</b>         | 37 hours per week,                                                      |
| <b>Grade/Salary</b>  | SCP 7-12 £24,294 to £26,421 p.a.                                        |
| <b>Location:</b>     | Witney Town Hall – Admin Office, 51 Market Square                       |

### **Job Summary:**

Under the leadership of the Senior Administrative Officer/Committee Clerk, the post holder will support the Senior Management team with the administration in carrying out the day-to-day functions and administration of the Town Council.

You will help the Council to secure its aims and objectives, working with the others to ensure that the statutory and the other provisions governing or affecting the running of the Council are observed.

## **Main Duties & Responsibilities**

### **Administration**

- To be the first point of contact for the public, answering telephone calls and emails, attending callers at the reception desk.
- To provide reliable and confidential administrative support to the Town Council and to assist the Town Council in meeting its legal deadlines.
- To undertake such general administrative and office tasks as requested by the Line Manager including typing, photocopying and supplies.
- To attend meetings of Council and its committees, sub-committee and working groups, as directed and specifically the planning committee and the Traffic Advisory Committee. Produce agendas, reports and minutes for these meetings noting that these meetings require attendance in the evening for which additional hours' payments/time off in lieu are made.
- To arrange meetings for Councillors and Officers
- Maintain an effective filing system recording Council business in a recoverable format.
- To carry out general administrative tasks relating to the Council's committees and the wider council as required.

- To observe and implement all relevant hygiene, health and safety standards and rules.
- To attend and participate in all relevant internal and external meetings and training in connection with the responsibilities of the post.
- To ensure that the Council's various policies, procedures, financial regulations, and standing orders are adhered to in carrying out all tasks and duties, including staffing policies and work rules as contained in the staff handbook and adherence to the Council's Code of Practice relating to confidentiality.

## **Specific duties**

### **Planning and Communities**

- To circulate details of planning applications to the Members, co-ordinate planning, Licensing and relevant consultee responses and keep necessary records.
- To assist in developing links with the local community by administratively supporting the arrangement and facilitation of events within the town.
- To administratively support the positive communications around the Council's work and services on social media and web platforms under the direction of the Communications & Community Engagement Officer.
- To engage and assist with the administration of the Council's grant-aid scheme to local groups and organisations in the community, under the direction of the Responsible Financial Officer.

### **General**

- To provide a flexible approach to support other Administrative Support Assistant roles in time of absences.
- Undertake other duties commensurate with the nature and grade of the post.
- Willing to undertake continuous professional development and take responsibility for own learning and development needs.
- Adhere to and implement the Town Council's policies and procedures, including those around equalities and diversity.
- Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.



## PERSON SPECIFICATION

### Education and Qualifications:

#### Essential

- Good standard of education - GCSE or equivalent English & Maths

#### Desirable

- Introduction to Local Council Administration (ILCA) Level 2
- NVQ Administration, or equivalent

### Experience:

#### Essential

- Previous experience of working in a similar role with not less than two years proven Administrative and/or Customer Service experience.
- Ability to produce accurate summaries and minutes of meetings, events and conversations.
- Competent using all Microsoft Office applications; including Word, Excel and Outlook, to at least an Intermediate level.
- Strong communication skills; an excellent communicator both written and verbal
- Able to deal with work of a confidential nature.
- Able to handle challenging situations and customers.
- Self-motivated with a strong attention to detail
- Pro-active and able to use own initiative; positive approach and a 'can-do' attitude.
- Able to work autonomously and in a team: must be a flexible team player.
- Able to work calmly under pressure, prioritising competing demands effectively, and sometimes to tight deadlines within a busy environment. Proven ability to work effectively to deadlines.
- Organised and methodical approach to tasks with an eye for detail
- Experience of handling data and statistics, information research, retrieval and collation using internet/web-based systems.
- Commitment to continuous personal development

#### Desirable

- Interest in services provided by Witney Town Council and other local authorities willingness to learn about new initiatives.
- Use of Microsoft Powerpoint and Canva design software
- Knowledge of Microsoft Sharepoint filing system.
- Experience of the planning process
- Experience of using consultative processes to improve procedures and services.

**The postholder will be expected to discharge their duties in accordance with Council policy, especially its Standing Orders and Financial Regulations.**

### **Health and Safety**

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

### **Fairness and Dignity at Work**

Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

## TERMS & CONDITIONS OF EMPLOYMENT

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title:</b>            | Administrative Support Assistant: Communities & Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Salary Grade:</b>          | SCP 7-12. £24,294 to £26,421 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Place of Employment:</b>   | Admin Office, 51 Market Square/Town Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Hours of Work:</b>         | 37 hours per week<br><br>[Requirement to sometimes work outside of normal office hours to attend evening meetings and occasionally events at weekends]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pay Period:</b>            | Monthly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Pay Arrangements:</b>      | Salary will be paid by BACS into a bank or building society account, on or before 25 <sup>th</sup> of the month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Allowances:</b>            | Casual user car rates at NJC approved rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Annual Leave:</b>          | 24 working days, rising to 29 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Disclosure Scheme:</b>     | Appointment subject to satisfactory criminal record check                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Probation Period:</b>      | Six months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Notice Period</b>          | The appointment is subject to one months' notice on either side                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Conditions of Service:</b> | Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Pension Scheme:</b>        | <p>Employees are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.</p> <p>Contributions range from 5.5% - 12.5% of whole-time equivalent salary plus pensionable allowances and are assessed annually in accordance with the Council's Pensions Policy Statement. Based on the salary for this role the Employee will be required to put in 6.5% against an Employer contribution rate of 21.7%.</p> <p>Further information on the Local Government Pension Scheme:<br/><a href="https://www.lgpsmember.org/thinking-joining.php">https://www.lgpsmember.org/thinking-joining.php</a></p> |

## **APPLICATION AND SELECTION PROCESS**

### **Recruitment Schedule**

The proposed recruitment timetable is as follows – any changes will be advised as required.

|                                               |                      |
|-----------------------------------------------|----------------------|
| Closing Date for the Receipt of Applications: | 11 April 2024        |
| Formal Interview:                             | w/c 15 April 2024    |
| Appointment:                                  | by w/e 19 April 2024 |
| Start Date (Provisional - TBA):               | May 2024             |

### **Application Procedure**

You should complete the Town Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key qualifications, experiences, and personal qualities are clearly described to give you the best opportunity in the short-listing process. Please note you will be required to show documentary proof of qualifications claimed at interview.

**Completed application forms should be headed "Private & Confidential - Application for the Post of "Administrative Support Assistant" and received before 9:00am Thursday 11 April 2024;**

**via email to:** [adam.clapton@witney-tc.gov.uk](mailto:adam.clapton@witney-tc.gov.uk)

**or via post to**

Adam Clapton, Deputy Town Clerk  
Witney Town Council, Town Hall, Market Square, Witney, OXON, OX28 6AG

### **Selection Process**

The formal interviews will be undertaken by the Council's Interview Panel during w/c 15 April 2024. The interviews will be structured to assess your competence and suitability for the post.

### **Appointment and Commencement**

It is anticipated that the successful candidate will be notified on or around 19 April 2024 with a commencement date during May subject to contracts, period notices and pre-employment checks.

### **References**

If your application is successful following interview, you will be required to provide two references – one being your current or latest employer. If appropriate, the authenticity of referees may be checked by direct confidential contact once offered the post.

## **Proof of Eligibility to Reside and Work in the UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **DBS Check**

The Council does require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the workforce;
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

## **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving. However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact the Deputy Town Clerk, Adam Clapton, as set out in the Introduction earlier in the Pack.

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**This Recruitment Pack has been prepared by  
Witney Town Council but does not form part of any future contract of employment.**